



**Environmental Services Contact Number:** \_\_\_\_\_

<b>Hospital</b>	<u>Gosford</u>	<b>Service Day/s</b>	<u>Monday to Sunday</u>	<b>Date</b>	_____
<b>Department</b>	<u>Environmental Services</u>	<b>Contact name</b>	_____	<b>Revised</b>	_____
<b>Dept Head Name</b>	_____	<b>Dept Head Signature</b>	_____	<b>Date</b>	_____

**Meal Breaks**

8 hour shift	1 x 20 minute tea break + 1 x 30 minute meal break
6 hour shifts	1 x 10 minute tea break + 1 x 30 minute meal break
5 hour shift and under	1 x 10 minute tea break

**NOTE: “COLLECT WET FLOOR SIGNS AS FLOORS DRY”**

**Policies, supporting documents, work instructions can be accessed via the CCLHD Environmental Services Intranet page**

Routine	DUTIES
13:30-14:30	-Collect Device from Environmental Services office. -Proceed to Dock 1 and attend handover with day shift waste truck driver. -Assist in the completion of any unfinished work remaining from the day shift. -Take 2x 240L general waste bins to staff café and exchange for full bins. 2x bins located in staff cupboard and 1x outside glass sliding door. -Return to dock 1 waste area, empty bins and return the bins to their storage area.
14:30-16:00	-Secure trolley with C64 clinical waste bins, 2x 240L clinical bins, 1x anatomical bin, 1x660L general waste and 1x 660L recycling bin for Pathology. -Proceed to Pathology and exchange all the above bins as required. -Return to Dock 1 and place full C64 clinical bin into blue transporter boxes and replace with C64 bins ready for the next day. Place full 240L clinical and anatomical bins in the used clinical bin room. Empty full 660L general waste, 660L recycling bins and replace onto truck. -Empty all bins outside kitchen and store in designated area.
16:00-1700	-Load truck full of 660L general waste, 660L recycling bins and proceed to the tower. -Replace full bins with empty bins starting from level 9 and all the levels to level 1. -Drive truck back to dock 1. Empty all full bins from the tower. -Empty all full bins outside the kitchen.

**HEALTHSHARE – DRAFT  
ENVIRONMENTAL DUTY STATEMENT  
HAG2 Waste Truck PM shift**



17:00-18:00	Take 1x 660L general waste bin to theatres exchanging it for full bins as required. Return to dock 1 and empty bins. -Take 240L/120L clinical bins to theatres exchanging it for full bins. Return to dock 1 and empty bins.
18:00-18:50	<b>DINNER BREAK</b>
19:00-20:30	-Take 1x 660L general waste bin to theatres exchanging it for full bins as needed. Return to dock 1 and empty bins. -Take 240L/120L clinical bins to Theatres exchanging it for full bins. Return to Dock 1 and empty bins.
20:30-21:00	-Take all empty 660L general waste and 660L recycling bins to Dock 3. Unload and secure. -Secure full bins onto truck. Drive to Dock 1.
21:00-21:30	-Load truck full of 660L general waste, 660L recycling bins and proceed to the tower. -Replace full bins with empty bins starting from level 9 and all levels to level 1. -Any bins not being used are to go to the caged area on level 1 tower. -Drive truck back top dock 1 and empty full bins from the tower.
21:30-22:00	-Load truck with empty 66L bins and 8x 240L clinical waste bins onto the truck for the morning clinical bin run. -Park truck in front of compactor roller door Dock 1. -Lock truck. -Clean up any waste/ spills on floor around compactors and in bin washing room. -Return keys and Device to Environmental Services office.

<i>Version No.</i>	1	<i>Document ID</i>	ADMIN-FM-14	<i>Date Modified</i>	Nov 2024
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